

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P. O. BOX 269101
Sacramento, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-510
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-252A**

**Human Resources Specialist (Employee Benefits)
70555000 – Army
80637000 – Air
GS-0201-12/11
\$60,929 - \$79,205 pa
\$50,836 - \$66,085 pa**

**ANNOUNCEMENT DATE: 4 November 2004
CLOSING DATE: 28 December 2004**

SELECTING OFFICIAL: Director – Human Resources/J-1

**APPOINTMENT FEATURES: Excepted Service
Officer/Warrant Officer/Enlisted Grade**

POSITION LOCATION: Human Resources Office – JFHQ, Sacramento, CA

POSITION TO BE FILLED AT THE GS-12/11 LEVEL BASED UPON QUALITY OF EXPERIENCE

POSITION REQUIRES TRAVEL 5 – 10 DAYS PER MONTH

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-511C(Army)/#04-253AC(Air). ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

RECRUITMENT BONUS/RELOCATION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE AUTHORIZED.

This position is located in a Joint Force Headquarters (State), Manpower and Personnel Directorate (J-1), Human Resources Division, in a state with a Department of Labor (DOL) District and/or Regional Office. The primary purpose of the position is to manage the National Guard Bureau's Workers' Compensation Program (NGBWCP) in a designated region of 4 to 10 states. The position serves in an NGB OWCP liaison representative position to facilitate DOL submissions, processing, or preliminary investigation work of NGB OWCP claims.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army/Air National Guard.

CONTINUED ON NEXT PAGE

CALIFORNIA NATIONAL GUARD

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-510

AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-252A

2. **CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. **MILITARY GRADE AVAILABLE:** OFFICER/WARRANT OFFICER/ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER/WARRANT OFFICER/ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. **QUALIFICATION REQUIREMENTS:**

a. **Human Resources Specialist (Employee Benefits), GS-0201-12/11, General:** Experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.

b. **Human Resources Specialist (Employee Benefits), GS-0201-12/11, Specialized:** Must have 36 months specialized experience that provided the candidate with a practical knowledge of program policies and directives; experience in obtaining and exchanging information, explaining established policies, procedures and requirements; experience in any position that required compiling reports, letters, memoranda, etc.; and required person-to-person contacts to convey information and prepare and deliver formal presentation; progressively responsible experience which demonstrated the ability to provide technical guidance/assistance in the type of work or comparable work of the position to be filled; and experience in any line of work that required gathering of information from references or individuals (e.g., searching office files and records, laws, rule or regulations and/or references to obtain information on a limited subject).

IF SELECTED AT THE GS-11 LEVEL, THE APPOINTEE MAY BE NON-COMPETITIVELY PROMOTED TO THE GS-12 LEVEL BASED UPON QUALITY OF EXPERIENCE AND RECOMMENDATION OF SUPERVISOR.

c. **Substitution of Education:** Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

CONTINUED ON NEXT PAGE

CALIFORNIA NATIONAL GUARD

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-510

AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-252A

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to apply fundamental principles and guidelines of worker's compensation.
- b. Ability to establish rapport and confidence; evaluate factors of problems and recommend solutions.
- c. Ability to give specific guidance relative the implementation and application of worker's compensation program.
- d. Skill in gathering information and data for preparing reports and presentation.
- e. Skill in communicating effectively both orally and in writing.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN: OFFICER: FA 41 (Army)/36XX (Air); WARRANT OFFICER: BR 42; ENLISTED: CMF 71/42(Army)/AFSC 36XX(Air).

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PREAPPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 958269101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 958269101). **ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE. VETERANS PREFERENCE DOES NOT APPLY.**

ALL APPLICATIONS MUST BE SIGNED & DATED

CONTINUED ON NEXT PAGE

**CALIFORNIA NATIONAL GUARD
ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-510
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-252A**

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.